

LAW (32)

AGENCY PLAN: STATEMENT OF PURPOSE, GOALS AND BUDGET SUMMARY

STATEMENT OF PURPOSE:

The Law Department delivers excellent and efficient legal counseling and representation to the Executive and Legislative branches of City government as mandated by the City Charter.

AGENCY GOALS:

1. Maximize and monitor the level of client satisfaction with department services.
2. Provide effective, ongoing and proactive advice and counseling to all City departments in order to assist them in accomplishing their business objectives and to eliminate or minimize to the greatest extent possible the potential for legal liability.
3. Ensure attorney preparedness for all legal proceedings and client contacts.
4. Provide continuous professional skills training to all lawyers and staff to maximize the quality and efficiency of legal services delivered to the City.
5. Maximize the City's financial solvency and business growth through aggressive collection of City revenues, effective representation in claims and litigation for and against the City, and effective and timely advice and representation of the City in commercial and development transactions.
6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

AGENCY FINANCIAL SUMMARY:

2006-07 Requested		2005-06 Budget	2006-07 Recommended	Increase (Decrease)
\$ 21,995,296	City Appropriations	\$ 18,226,547	\$ 21,994,741	\$ 3,768,194
\$ 21,995,296	Total Appropriations	\$ 18,226,547	\$ 21,994,741	\$ 3,768,194
\$ 3,114,357	City Revenues	\$ 3,114,357	\$ 3,149,357	\$ 35,000
\$ 3,114,357	Total Revenues	\$ 3,114,357	\$ 3,149,357	\$ 35,000
\$ 18,880,939	NET TAX COST:	\$ 15,112,190	<u>\$ 18,845,384</u>	\$ 3,733,194

AGENCY EMPLOYEE STATISTICS:

2006-07 Requested		2005-06 Budget	04-01-06 Actual	2006-07 Recommended	Increase (Decrease)
146	City Positions	146	143	139	(7)
146	Total Positions	146	143	139	(7)

ACTIVITIES IN THIS AGENCY:

	2005-06 Budget	2006-07 Recommended	Increase (Decrease)
Administration and Operations	\$ 17,047,312	\$ 21,044,741	\$ 3,997,429
Risk Management	229,235	-	(229,235)
Legislative Liaison	950,000	950,000	-
Total Appropriations	\$ 18,226,547	\$ 21,994,741	\$ 3,768,194

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ADMINISTRATION AND OPERATIONS ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: ADMINISTRATION AND OPERATIONS

The function of this activity is to provide legal services to all branches of government of the City of Detroit. These services include researching and writing legal opinions, representing the City, its agencies and employees in a variety of legal proceedings, including condemnation proceedings, civil litigation, criminal prosecution of ordinance violations and claims against the City. Services also include reviewing all City contracts, leases, development agreements, indemnity agreements, preparing ordinances and rendering legal advice. Sections within the department are Litigation, Labor/WC, 36th District Court, Claims, Municipal, Contracts, Tax/RC, Property/Environmental and Appeals for a total of 9 sections. Major client agencies are: Mayor's Office, City Council, Police, Public Works, Transportation, Water and Sewerage, Planning and Development, Buildings and Safety Engineering, Finance, Public Lighting, Human Resources, Fire, Recreation, Budget, Zoo, Health, Municipal Parking, and Civic Center for a total of 18.

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6. Effectively assist in community empowerment by vigorous prosecution of quality of life crimes, environmental and ordinance violations.

MAJOR INITIATIVES FOR FY 2005-06 and FY 2006-07:

The Law Department has played a pivotal role in the process of assisting the City with efforts to right-size and streamline government. This process will continue in 2006-07.

The Law Department is also moving forward with efforts to update its technology and methods for resolving cases against the City of Detroit. The department has updated its computer system, which has proved to be of timely benefit for the current Federal Court requirement for electronic filing.

PLANNING FOR THE FUTURE FOR FY 2006-07, FY 2007-08 and BEYOND:

The department is continuously examining best practices of the legal industry to enhance department operations.

The department has established the appropriate supervisory staff ratios as a result of a department-wide workforce analysis. This will help the department streamline and fine-tune its operational practices for the future fiscal years, along with the continuous efforts to reduce operational costs now and into the future.

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ADMINISTRATION AND OPERATIONS MEASURES AND TARGETS

Type of Performance Measure:	2003-04	2004-05	2005-06	2006-07
List of Measures	Actual	Actual	Projection	Target
Inputs: Resources Allocated or Service Demands Made				
Percentage of professional staff attending at least one external training program per year	94%	100%	100%	100%
Collection opportunities (fees, costs or sanctions)	N/A	N/A	N/A	98
FOIA requests – all	3,380	3,545	2,035	2,755
Municipal Public Hearings / Formal meetings	2,350	2,500	2,200	2,000
Municipal – Administrative Proceedings	4	4	4	5
Outputs: Units of Activity directed towards Goals				
Client training workshops	47	50	34	22
Number of face-to-face client contacts to assess client needs	1,549	1,714	2,248	2,566
Percent “plain English” documents	100%	100%	100%	98
Number of risk management reports	12	15	5	6
Reporting of allegedly defective conditions	145	145	550	500
Clients’ risk management training initiated	6	10	5	N/A
Settlement write-ups completed within 10 days of agreement	75%	100%	100%	100%
Percent of timely responses to written assignments	86%	91%	94%	96%
Days between referral and collection initiation	45	45	45	45
Participation in City/related entities’ bond transactions	6	4	6	8
Bonds/Insurance Certificates Reviewed	700	725	700	705
Involvement in City commercial transactions ¹	1,480	1,490	1,540	1,850
Development agreements	50	50	50	50
Acquisition deed proceedings	20	N/A	10	10
Land contract collection actions	30	N/A	30	30
Number of cases handled by outside counsel ²	50	45	7	N/A
Foreclosure cases pending (close of fiscal year)	800	N/A	8	N/A
Total Number of Labor Cases pending at start of fiscal year	651	450	535	563
Total number of Labor trials	16	15	20	20
Total number of appeals pending (close of fiscal year)	50	54	68	58
Municipal opinions rendered (written and oral)	5,100	5,200	6,250	2,200
Contracts opinions rendered (written and oral)	306	306	260	250
Labor cases to arbitration	195	215	233	233
Labor MERC cases	100	118	126	126
Veterans preference hearings	1	0	1	1
Police Trial Boards	N/A	477	500	500
Water Department contractor claims	5	6	4	10
Water Department opinions rendered	180	184	110	165

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Type of Performance Measure: List of Measures	2003-04 Actual	2004-05 Actual	2005-06 Projection	2006-07 Target
Outputs (continued)				
Disputed Water Bill Appeals – Cases Pending (close of fiscal year)	32	32	N/A	6
Subpoenas	930	935	800	720
Ordinances, Resolutions, Executive Orders	458	657	695	720
Labor/Employment Investigations	33	30	48	48
EEOC & MDCR claims	46	52	67	75
*Worker Compensation redemptions	76	80	66	66
Civil service grievances	33	45	57	67
Outcomes: Results or Impacts of Program Activities				
Percentage of clients rating department services satisfactory or better	90%	95%	95%	97%
Total levels of revenue collections ³	4,160,000	2,100,000	2,100,000	1,000,000
Bankruptcy collections	550,000	750,000	1,000,000	500,000
Income Tax collections (civil and criminal)	N/A	N/A	320,000	250,000
General accounts receivable amounts collected	N/A	N/A	747,000	250,000
Property Tax Collections	2,500,000	1,500,000	1,500,000	N/A
Number of labor and workers compensation cases disposed of without payout	7	7	369	N/A
**Total amount of settlements paid against City	42,406,348	30,300,000	25,300,000	25,000,000
Total amount of arbitration paid against City	4,260,000	4,200,000	3,200,000	2,500,000
**Total amount of judgments paid against City	10,000,000	19,000,000	800,000	7,000,000
Activity Costs	\$28,116,087	\$26,069,537	\$17,047,312	\$21,044,741

¹Contracts Section/Commercial Division: including advice/counseling, negotiation, contract drafting and review

²Contracted out for reasons other than conflicts and applicable insurance coverage

³Includes collection of bankruptcy, municipal parking, income tax, property tax, general accounts receivable, general fees and utility users tax delinquencies; and environmental cost recoveries.

*Total Redemption payout: \$3,643,751.65

**Labor Cases: \$687,500.00 (Actual Paid in 2004-05)

**Labor Cases: \$1,573,000.00 represent judgments and settlements already paid in fiscal year 2005-06 (not included in above)

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Administration	2005-06 Redbook		2006-07 Dept Final Request		2006-07 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
Administration and Operations						
<i>APPROPRIATION ORGANIZATION</i>						
00527 - Administration and Operations						
320010 - Administration	143	\$17,047,312	143	\$21,345,296	139	\$21,044,741
APPROPRIATION TOTAL	143	\$17,047,312	143	\$21,345,296	139	\$21,044,741
ACTIVITY TOTAL	143	\$17,047,312	143	\$21,345,296	139	\$21,044,741

CITY OF DETROIT
Budget Development for FY 2006-2007
Appropriations - Summary Objects

	2005-06 Redbook	2006-07 Dept Final Request	2006-07 Mayor's Budget Rec
AC0532 - Administration			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	8,322,310	8,322,310	9,216,410
EMPBENESL - Employee Benefi	4,886,958	6,992,576	6,712,898
PROFSVCSL - Professional/Cont	998,480	1,625,963	2,105,963
OPERSUPSL - Operating Supplie	403,632	392,300	403,432
OPERSVCSL - Operating Service	2,348,432	3,908,147	2,506,639
CAPEQUPSL - Capital Equipmen	87,500	89,500	87,500
OTHEXPSSL - Other Expenses	0	14,500	9,900
FIXEDCHGSL - Fixed Charges	0	0	1,999
<i>A32000 - Law Department</i>	<i>17,047,312</i>	<i>21,345,296</i>	<i>21,044,741</i>
AC0532 - Administration	17,047,312	21,345,296	21,044,741
Grand Total	17,047,312	21,345,296	21,044,741

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RISK MANAGEMENT ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON

The Risk Management Unit focuses on reducing city costs from lawsuits. This unit will be disbanded and any risk management services will be provided in Administration and Operations in the Law Department.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Risk Management	2005-06 Redbook		2006-07 Dept Final Request		2006-07 Mayor's Budget Rec	
	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
<hr/>						
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
11544 - Risk Management						
320050 - Risk Management	3	\$229,235	3	\$0	0	\$0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
APPROPRIATION TOTAL	3	\$229,235	3	\$0	0	\$0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
ACTIVITY TOTAL	3	\$229,235	3	\$0	0	\$0

CITY OF DETROIT
Budget Development for FY 2006-2007
Appropriations - Summary Objects

	2005-06	2006-07	2006-07
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC1532 - Risk Management			
<i>A32000 - Law Department</i>			
SALWAGESL - Salary & Wages	143,346	0	0
EMPBENESL - Employee Benefi	85,889	0	0
<i>A32000 - Law Department</i>	229,235	0	0
AC1532 - Risk Management	229,235	0	0
Grand Total	229,235	0	0

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LEGISLATIVE LIAISON ACTIVITY INFORMATION

ACTIVITY DESCRIPTION: LEGISLATIVE LIAISON

The City of Detroit engages the services of a legislative liaison in Lansing and in Washington, D.C. The appropriation pays for an office in Lansing and a contract for services in Washington. The Mayor's Office provides the oversight of this contract.

GOALS:

1. Represent the City's interest in all state and federal legislative matters pertaining to or having an effect upon the City of Detroit.
2. Keep the City Administration informed of the latest legislative attitudes and actions on matters pertaining to or having an effect upon the City of Detroit.

CITY OF DETROIT
Law Department
Financial Detail by Appropriation and Organization

Federal Legislative Services	2005-06		2006-07		2006-07	
	Redbook		Dept Final		Mayor's	
Legislative Liaison	FTE	AMOUNT	FTE	AMOUNT	Budget Rec	AMOUNT
<i>APPROPRIATION</i>						
<i>ORGANIZATION</i>						
00255 - Legislative Liaison						
320040 - Federal Legislative Services	0	\$300,000	0	\$0	0	\$300,000
APPROPRIATION TOTAL	0	\$300,000	0	\$0	0	\$300,000
11860 - State Legislative Services						
320045 - State Legislative Services	0	\$650,000	0	\$650,000	0	\$650,000
APPROPRIATION TOTAL	0	\$650,000	0	\$650,000	0	\$650,000
ACTIVITY TOTAL	0	\$950,000	0	\$650,000	0	\$950,000

CITY OF DETROIT
Budget Development for FY 2006-2007
Appropriations - Summary Objects

	2005-06	2006-07	2006-07
	Redbook	Dept Final	Mayor's
		Request	Budget Rec
AC1032 - Legislative Liaison			
<i>A32000 - Law Department</i>			
PROFSVCSL - Professional/Cont	900,000	600,000	900,000
OPERSUPSL - Operating Supplie	5,000	5,000	5,000
OPERSVCSL - Operating Service	45,000	45,000	45,000
<i>A32000 - Law Department</i>	<i>950,000</i>	<i>650,000</i>	<i>950,000</i>
AC1032 - Legislative Liaison	950,000	650,000	950,000
Grand Total	950,000	650,000	950,000

CITY OF DETROIT
Budget Development for FY 2006-2007
Appropriation Summary - Revenues

	2004-05 Actuals	2005-06 Redbook	2006-07 Dept Final Request	2006-07 Mayor's Budget Rec	Variance
A32000 - Law Department					
<i>00527 - Administration and Operations</i>					
449160 - Personal Services-Airpo	15,650	30,000	30,000	15,000	(15,000)
449175 - Personal Services-Cedd	1,319,078	800,000	800,000	1,150,000	350,000
449190 - Personal Services-Hous	(106,360)	0	0	0	0
449200 - Personal Services-Mpd	57,830	100,000	100,000	100,000	0
449205 - Personal Services-Nsd	(39,597)	33,357	33,357	33,357	0
449215 - Personal Services-DOT	636,447	1,000,000	1,000,000	700,000	(300,000)
449220 - Personal Services-Wate	761,180	971,000	971,000	971,000	0
474100 - Miscellaneous Receipts	69,515	180,000	180,000	180,000	0
<i>00527 - Administration and Operations</i>	<i>2,713,743</i>	<i>3,114,357</i>	<i>3,114,357</i>	<i>3,149,357</i>	<i>35,000</i>
<i>10986 - Byrne Memorial - Blitz and Bloom</i>					
432330 - Grants-Other	47,543	0	0	0	0
<i>10986 - Byrne Memorial - Blitz and Blo</i>	<i>47,543</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
A32000 - Law Department	2,761,286	3,114,357	3,114,357	3,149,357	35,000
Grand Total	2,761,286	3,114,357	3,114,357	3,149,357	35,000

CITY OF DETROIT
MAYOR'S 2006/2007 RECOMMENDED BUDGET

Law Department

Appropriation	REDBOOK FY 2005	DEPT REQUEST	MAYORS FY 2006
Organization	2006 FTE	FY 2006 2007	2007 FTE
Classification			
00527 - Administration and Operations			
320010 - Administration			
Corp Counsel - Election Comm	1	1	1
Deputy Corporation Counsel	1	1	1
Admin Asst GD II - Law	2	2	2
Executive Legal Secretary	1	1	1
Executive Secretary II	1	1	0
Chief Asst Corporation Counsel	4	4	4
Supervising Asst Corp Counsel	14	14	11
Legislative Asst Corp Counsel	1	1	0
Sr Asst Corporation Counsel	18	18	24
Assistant Corporation Counsel	38	38	40
Librarian IV - Law Reference	1	1	1
Records Manager	1	1	0
Legal Investigator	5	5	5
Microcomputer Support Splst	1	1	0
Legal Assistant	12	12	11
Senior Legal Secretary	5	5	5
Legal Secretary	23	23	19
Principal Clerk	2	2	2
Senior Clerk	3	3	3
Clerk	7	7	7
Office Assistant III	1	1	1
Office Assistant II	1	1	1
Total Administration	143	143	139
Total Administration and Operations	143	143	139
11544 - Risk Management			
320050 - Risk Management			
Sr Asst Corporation Counsel	1	1	0

**CITY OF DETROIT
MAYOR'S 2006/2007 RECOMMENDED BUDGET**

Law Department

Appropriation	REDBOOK FY 2005	DEPT REQUEST	MAYORS FY 2006
Organization	2006 FTE	FY 2006 2007	2007 FTE
Classification			
11544 - Risk Management			
320050 - Risk Management			
Assistant Corporation Counsel	2	2	0
Total Risk Management	<u>3</u>	<u>3</u>	<u>0</u>
Total Risk Management	<u>3</u>	<u>3</u>	<u>0</u>
Agency Total	<u><u>146</u></u>	<u><u>146</u></u>	<u><u>139</u></u>